

Certified Court Reporters Continuing Education Policy and Procedures Manual



Prepared by

**Court Reporter Education Committee
and
Board of Certified Court Reporter Examiners**

Note: Effective January 1, 2004, all certified court reporter correspondence, including requests for pre-approval and requests for credit, should be directed to the Supreme Court of Missouri for processing by the Board of Certified Court Reporter Examiners.

Revised May 2006

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CERTIFIED COURT REPORTERS
Continuing Education
Policy & Procedures Manual

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INTRODUCTION

This manual has been prepared by the Court Reporter Education Committee (hereinafter the Committee) and the Board of Certified Court Reporter Examiners (hereinafter the Board) in accordance with Missouri Supreme Court Rule 14, Subdivision 14.09 (See Appendix C). The policies and procedures included herein have been developed to ensure that high quality continuing education programs will be available to Missouri Certified Court Reporters. The Committee and the Board gratefully acknowledge their reliance upon publications of the National Court Reporters Association for guidance in the preparation of this manual.

This manual will be updated periodically to reflect current trends in continuing education, as well as changes in the continuing education program for court reporters, generally. Certified court reporters, sponsors of continuing education programs, and members of the Bench and Bar are encouraged to contribute suggestions regarding the content and applicability of this manual. If you would like to contribute to the manual, please send your suggestions to the Chair of the Court Reporter Education Committee or the Consultant to the Board of Certified Court Reporter Examiners. [Please see inside back cover for contact information].

CERTIFIED COURT REPORTERS

Continuing Education

Policy & Procedures Manual

I. Purposes and Objectives of Continuing Education

A. Purposes of Continuing Education. Continuing education (hereinafter CE) is the education of individuals beyond the basic preparation necessary for entry into their profession. In an effort to maintain excellence in the court reporting profession, the Supreme Court of Missouri has made CE a priority by setting a minimum requirement of annual continuing education units (hereinafter CEUs) that must be obtained by Missouri Certified Court Reporters (herein after C.C.R.s)

CE programs are intended to provide a forum for all C.C.R.s, from entry level to the veteran professional. These programs should provide the opportunity to increase knowledge related to the court reporting profession as well as to stay abreast of the latest advances in technology and developments.

B. Objectives of Continuing Education. The basic objectives of accredited CE programs for court reporters are to support and provide the following:

- Promotion of the highest possible standards in the court reporting field
- Replacement of outdated information
- Ongoing acquisition and retention of new knowledge
- Mastery of specific skills and techniques
- Individual growth and development
- Professional, positive attitude and approach to work responsibilities, functions, and relationships
- Increased development of critical thinking techniques and scientific methods of inquiry necessary to develop balanced professional judgment
- Training options for court reporters

II. Responsibilities and Requirements

The responsibilities for CE are shared by the Committee, the Board, and the individual reporter as follows:

A. Committee Responsibilities. The Committee has the responsibility of developing and presenting CE programs for the benefit of C.C.R.s in meeting CE requirements mandated by Supreme Court Rule 14.09.

B. Board Responsibilities. The Board has the responsibility of establishing standards for CE activities in which C.C.R.s participate. These responsibilities include recommending standards for CE to the Supreme Court of Missouri and accrediting CE programs.

C. Court Reporter Responsibilities. Each C.C.R. is responsible for providing a high level of reporting services and each is accountable for appropriate behavior in performing those services.

Each C.C.R. benefits from setting goals for individual professional development and is encouraged to set and review such goals periodically.

It is the ultimate responsibility of all C.C.R.s to comply with Supreme Court Rules 14.09 and 14.10 relating to CE requirements (see Appendix C). Within the broad parameters established by the Supreme Court of Missouri, C.C.R.s have the right and obligation to identify individual CE needs. C.C.R.s are free to select among the many approved CE opportunities.

The individual C.C.R. has the responsibility to:

- Fulfill all CE requirements established by the Supreme Court of Missouri
- Identify individual CE needs
- Take the initiative in seeking CE activities which best satisfy their individual needs
- Evaluate CE activities in relation to professional goals and objectives
- Report CEUs to the Board of Certified Court Reporter Examiners within the specified reporting period
- Include C.C.R. number on all correspondence and reports submitted

D. Record Keeping

1. Individual Court Reporter. Each C.C.R. should maintain personal records of CEUs earned annually.

2. Board of Certified Court Reporter Examiners. The Board maintains the list of C.C.R.s for the State of Missouri. In its record-keeping role, the Board has the responsibility of tracking reported CEUs. On an annual basis, the Board will report to each C.C.R. the total number of CEUs earned, aggregate CEU totals from year to year, and provide each C.C.R. with current certification status. The Board will notify the Supreme Court of Missouri of the name of each C.C.R. who does not meet the mandated CE requirements.

3. Application of Excess Credits. A maximum of ten (10) excess CE credits may be applied to the next consecutive reporting period.

E. Reporting of CEUs

1. Direct Reporting to Board. All NCRA and NVRA members may submit official association transcripts directly to the Board without the Request for Pre-approval/Request for Credit form.

2. Automatic Reporting of CEUs. CEUs earned by attending programs sponsored by the Committee will be automatically reported to the Board, as well as to NCRA and NVRA for members of those associations.

3. Request to Forward Transcripts. Reporters attending programs open to all Missouri Judicial Employees and not sponsored specifically by the Committee must request that a transcript from the Office of State Courts Administrator (OSCA) be forwarded to the Board.

4. Required Pre-approval. For activities NOT sponsored or approved by the Board, NCRA or NVRA, reporters must complete and submit the Request for Pre-approval/Request for Credit form (Appendix F).

III. CE Program Accreditation

A. CEUs Defined. CEUs are based upon the number of contact hours of participation. A contact hour is defined as 60 minutes of instruction. One-half contact hour is defined as 30 minutes of instruction. No CEUs will be awarded for sessions that are less than 30 minutes in length.

B. General Accreditation Requirements. In determining whether a program is accredited for purposes of complying with Missouri CE requirements, the Board shall consider whether the seminar, workshop, or other CE opportunities meet curriculum subject matter guidelines, is appropriately directed, provides qualified instruction, and meets contact-hour criteria.

C. Approved CE Programs. The following types of CE programs will be approved by the Board:

1. Committee-Developed Programs. CE programs will be developed periodically by the Committee.

Subject to budgetary discretion, the Committee will offer two accredited programs per year: a two-day program in the summer and a two-day program in the fall in conjunction with each of the Judicial College programs. The two-day fall program will consist of the same or similar subject matter to the extent possible as the two-day summer program.

2. Education Programs Offered to All Judicial Department Personnel. All Judicial Department Education programs designated as open to "all Judicial Department personnel" will automatically be considered accredited programs for purposes of complying with Missouri CE requirements.

3. NCRA and/or NVRA Accredited Programs. Any CE programs approved and accredited by the National Court Reporters Association (NCRA) and/or the National Verbatim Reporters Association (NVRA) will automatically be considered accredited programs for purposes of complying with Missouri CE requirements.

D. Programs Requiring Approval. Any programs other than those specified in Section III(C) require approval for CEUs. It is highly recommended that all programs and courses receive pre-approval to avoid the risk of not receiving CE credit. Approval of CEUs for a completed program or course may be considered by the Board.

1. Higher Education Courses. The Board may accept programs or classes offered by universities, colleges, or other schools for accreditation as it determines appropriate. A report card showing completion of the course with a Grade C or higher must be submitted when applying for CEUs. The completion date of the course will determine the reporting period in which CEUs are credited. CEUs will be awarded for the following:

College courses taken for credit

- Each Semester Hour 8 CEUs
- Each Trimester Hour 7 CEUs
- Each Quarter Hour 5 CEUs

Audited college courses or College Level Examination
Placement (CLEP) exams

- Each Semester Hour 4 CEUs
- Each Trimester Hour 3 CEUs
- Each Quarter Hour 2 CEUs

2. Adult Education Classes. The Board may accept adult education classes not taken for college credit

- Each hour of instruction 1 CEU

E. CEUs for other Activities. A reporter may be awarded CEUs for activities in addition to participating as a student in an accredited CE program as follows:

1. Instructor Participation in Approved CE Program. A reporter who serves as an instructor in a given subject as part of an approved CE program shall receive the same number of CEUs as are approved for that subject. In the case of instructing a student seminar for which the students do not receive CEUs, the subject matter shall be evaluated by the Board using the guidelines as set forth herein, and the instructor shall receive CEUs accordingly.

An instructor who receives monetary compensation shall not be awarded CEUs.

2. State-sponsored Speed Contest. A reporter qualifying on any section of a state-sponsored speed contest shall receive four (4) CEUs for each section on which they qualified. A section is defined as one five-minute segment of testimony.

3. Missouri Realtime Certification Examination. A reporter successfully passing the Missouri Realtime Certification Examination shall receive 10 CEUs.

4. National Realtime Certification Examinations. A reporter successfully passing the NCRA Certified Realtime Reporter Examination or the NVRA Realtime Verbatim Reporter Examination shall receive 10 CEUs.

5. In-house Seminars. An in-house seminar is a seminar arranged and presented for the expressed benefit of one judicial circuit or a freelance firm's employees or affiliates.

The Board may not award credits for an in-house seminar unless the seminar application form and agenda is received by the Committee no less than 60 days prior to the date of the seminar.

F. Activities NOT Acceptable for CEUs. There are certain activities that are not acceptable for CEUs because they are not closely related to the court reporter's professional competency and/or responsibilities. Following are examples of activities for which CEUs are not awarded:

- Attendance at business meetings, conferences, general sessions, or similar meetings called for purposes of association elections, policy-making or program orientation
- Serving on committees
- Entertainment and recreation
- Tours
- Visiting exhibits
- Any function for which one receives remuneration
- Courses or classes with the main purpose of teaching a nonverbal skill, such as golf, tennis, basket weaving, dancing, ceramics, or a musical instrument

IV. Application For Accreditation

A. Specific Accreditation Criteria. To receive Board accreditation, the program must meet the following criteria:

1. Curriculum. In addition to the other elements for accreditation listed in Section III, all CE programs shall be accredited based on subject matter content according to the following categories: academics, business practices, language skills, and reporting technology. For a more detailed listing, see Appendix E.

2. Sponsorship Responsibility. The Committee is responsible for developing accredited programs that best serve the needs of C.C.R.s.

The Board is responsible for accrediting programs that best serve the needs of C.C.R.s.

In accrediting and assessing reliable sponsorship of CE programs by organizations or individuals other than the Committee, the Board shall consider whether:

- The program is sound and up-to-date
- The course is clearly and truthfully described in any promotional literature
- Qualified instructors utilize effective teaching methods
- A high quality of instruction is maintained
- The instruction satisfies the announced objectives
- The program is continually evaluated and improved
- The sponsor is responsible and ethical

3. Standards of CE Programs. CE programs should be designed to assist reporters to:

- Acquire greater depth of knowledge and skill in any particular area of reporting
- Enhance professional attitudes and values
- Accept change both within the individual's own work and throughout the court reporting field
- Assume responsibility for personal and professional development
- Promote and support innovation and creativity in court reporting systems

4. Speaker Responsibility. Speakers shall NOT promote a specific product or vendor. Comparisons may be made, but the seminar should be informational.

5. Program Evaluation. Program evaluation is an essential part of each CE program. Program sponsors shall compile evaluation information from program participants and share the results with the Committee so that both the sponsor and the Committee can use information from the evaluation for improving the effectiveness of future CE programs.

B. Program Attendance Guidelines. Any court reporter shall have the right to attend and participate in CE programs developed by the Committee. If space limitations are necessary to ensure effective program participation, attendance will be granted on a first-come first-served basis in the following priority order:

1. Missouri Official Court Reporters
2. Missouri Certified Court Reporters
3. All others on a first-come first-served basis

C. Accreditation Application Procedure. A sponsor wishing to present an accredited CE activity for Missouri C.C.R.s must submit an application to the Board. The application should be submitted at least 60 days prior to the CE activity to ensure proper processing and notification. In a timely fashion, the sponsor will be notified of the number of CEUs assigned to the program (see Appendix G).

D. Accreditation Procedure for University, College, Audited College Courses, CLEP exams, and Adult Education Courses. It is highly recommended that the course information be submitted to the Board for review prior to course registration to ensure the course meets the CE curriculum guidelines as set out in Appendix E.

E. Sponsor Reporting Requirements. All information necessary for accurately tracking CE program participation by individual Missouri C.C.R.s shall be reported by the sponsor to the Board in a timely fashion. If a speed contest or realtime certification examination is conducted at a program sponsored by any organization or entity other than a program offered by the Committee, the sponsor is required to send a list of speed contest qualifiers and those participants who successfully passed the realtime certification examination to the Board to ensure that credits are appropriately awarded.

V. Reimbursement of CE Expenses for Missouri Official Court Reporters

A. Reimbursement as Employee Expense. Official court reporters are those reporters employed by the state courts of Missouri. Participation of official court reporters in CE programs is an important aspect of court employee professional development. Official court reporters may be reimbursed by the State of Missouri for reasonable and necessary expenses of attending Committee-sponsored CE programs subject to fiscal allowance.

B. Reimbursement Procedures. An expense reimbursement form will be provided on site for education programs held at the Judicial Department Education Center in Jefferson City. For Committee-sponsored programs, reimbursement procedures will be provided at that time in accordance with fiscal allowance.

Appendix A

Dates to Remember

July 1 - June 30	Reporting period for each 10-hour CE requirement
July 31	Deadline for submitting acquired CEUs for previous reporting period [See Supreme Court Rule 14.10(b).]
August	Two-day CREC program at the same time as the Judicial College Program
October	Two-day CREC program at the same time as the Judicial College Program
December 31	Deadline for payment of C.C.R. dues

Contact Information

For information on the following:

- Individual CE credits accrued
- Reporting approved and accredited CEUs pursuant to Supreme Court Rules 14.09 and 14.10
- Requests for exceptions
- Submission of requests for pre-approval
- Submission of requests for credit

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Web Page Addresses

 Board of Certified Court Reporter Examiners
 www.courts.mo.gov/sup/index/nsf
click *Offices/Units*; click *Board of Certified Court Reporter Examiners*

 Office of State Courts Administrator
 www.courts.mo.gov
 See also link to Judicial Education

 Missouri Court Reporters Association (MCRA)
 www.mocra.org

 National Court Reporters Association (NCRA)
 www.NCRAonline.org

 National Verbatim Reporters Association (NVRA)
 www.NVRA.org

Supreme Court Rule 14
SUPREME COURT OF MISSOURI

en banc

Adopted: February 28, 2001

Effective: January 1, 2002

In re:

Repeal of Supreme Court Rule 14, entitled "Certified Court Reporters," consisting of subdivisions 14.01 to 14.12, inclusive, and in lieu thereof adoption of a new Supreme Court Rule 14, entitled "Certified Court Reporters," consisting of subdivisions 14.01 to 14.12, inclusive.

O R D E R

1. It is ordered that effective January 1, 2002, Supreme Court Rule 14, consisting of subdivisions 14.01 to 14.12, inclusive, be and the same is hereby repealed and a new Supreme Court Rule 14, consisting of subdivisions 14.01 to 14.12, inclusive, adopted in lieu thereof to read as follows:

14.01 MEMBERS OF THE BOARD

(a) The "Board of Certified Court Reporter Examiners" shall be composed of nine members who shall be appointed by this Court. Five members shall be judges of the circuit or appellate courts. Three of the members shall have been official court reporters in Missouri. One member shall be a practicing freelance court reporter in Missouri. The court reporter members shall be citizens of Missouri for at least five years prior to their appointment.

(b) Members shall be appointed for three-year terms and shall serve until their successors are appointed and qualified. This Court shall fill a vacancy by appointing a member for the duration of an unexpired term and may remove a member for cause.

(c) Each member shall take an oath to fairly and impartially and to the best of the member's ability administer this Rule 14.

14.02 OFFICERS OF THE BOARD - MEETINGS

The board shall elect one of its members chair and one secretary, each of whom shall serve for one year and until a successor is elected. The clerk of this Court shall serve as treasurer. The board shall have an office in Jefferson City and shall hold such meetings, not less than one a year, at such time and places as the board shall designate.

14.03 DUTIES OF THE BOARD

The board is charged with the duty and vested with the power and authority:

(a) To determine the content of examinations to be given to applicants for certification as "Certified Court Reporters;"

(b) To determine the applicant's ability to make a verbatim record of court proceedings by a recognized system designated by the board;

(c) To issue certificates to those found qualified as certified court reporters;

(d) To administer a continuing education program for certified court reporters; and

(e) To promulgate, amend and revise regulations relevant to the above duties and to implement this Rule 14. The regulations shall be consistent with the provisions of this Rule 14 and shall not be effective until approved by this Court.

14.04 APPLICATION FOR CERTIFICATION

Every applicant for examination for certification as a certified court reporter or for certification as a certified court reporter without further examination as provided in Rule 14.06 shall file with the clerk of this Court a written application in the form prescribed by the board. The applicant shall pay a fee to the

clerk of this Court at the time the application is filed. The fee shall be in an amount provided in the regulations of the board and shall not be subject to withdrawal by the applicant in the event the applicant decides not to take the examination or is denied the right to take the examination. Upon request, the clerk of this Court shall forward to any interested person application forms together with the text of this Rule 14 and copies of regulations promulgated by the board under the provisions of Rule 14.03(e).

14.05 ELIGIBILITY FOR CERTIFICATION

Applicants shall be at least eighteen years of age and be of good moral character.

14.06 ADMISSION WITHOUT EXAMINATION

(a) A certified court reporter certificate issued before December 31, 2001, and in good standing on that date shall remain in full force and effect unless thereafter revoked or suspended as provided by this Rule 14.

(b) Until July 1, 2002, upon application and payment of a \$100 fee, a court reporter who holds a certificate, as hereafter specified, that was valid and current on December 31, 2001, from any of the following organizations shall be issued a certificate without examination:

- (1) A Missouri certified shorthand reporter certificate from the Missouri Court Reporters Association;
- (2) A registered professional reporter certificate from the National Court Reporters Association;
- (3) A certified verbatim reporter certificate from the National Verbatim Reporters Association.

(c) A person shall be issued a certificate containing the designation "(G)" if the person:

- (1) Verifies upon written affidavit from three current members of The Missouri Bar in good standing that the person has been actively engaged in the practice of court reporting in this state in the 24 months preceding December 31, 2001; and
- (2) Makes application and pays a \$100 fee before July 1, 2002.

The "(G)" designation indicates that the person has not completed the testing requirements as a certified court reporter, but is permitted to continue the practice of court reporting.

No certificate pursuant to this Rule 14.06(c) shall issue after July 1, 2002.

(d) A person who has not been actively engaged in the practice of court reporting for a period of 24 months preceding December 31, 2001, has 24 months after December 31, 2001, to pass the certified court reporter examination. The person may be awarded a temporary certificate by the board upon application and payment of the required application fees. The temporary certificate shall be valid for a period of 24 months and shall not be renewable.

(e) A graduate of an accredited school of court reporting recognized by the board shall be awarded a temporary certificate upon initial application for certification testing to the board and payment of the required application fees. The temporary certificate shall be valid for a period of 24 months and shall not be renewable. This Court will not grant additional time beyond May 31, 2006, to meet the requirements of this Rule 14.06(e).

(f) A court reporter who has not successfully passed an examination for certification as designated in Rule 14.06(a) or Rule 14.06(b) shall not be appointed as an official court reporter in any circuit court in this state.

(Rule 14.06(e) amended December 5, 2005, effective January 1, 2006)

14.07 APPOINTMENT OF OFFICIAL COURT REPORTER - TEMPORARY APPOINTMENT

No judge of any court of this state shall appoint an official court reporter who is not a certified court reporter.

In the absence of an official court reporter because of illness, physical incapacity, death, dismissal or resignation, a judge may appoint a temporary reporter. The temporary reporter shall not serve more than six months without obtaining a certificate pursuant to this Rule 14. This Court will not grant additional time beyond May 31, 2006, to meet the requirements of this Rule 14.07.

(Rule 14.07 amended December 5, 2005, effective January 1, 2006)

14.08 FUNDS - DISBURSEMENT OF

All fees and other monies accruing under this Rule 14 shall be deposited by the clerk of this Court in an account called "Certified Court Reporters." All expenses incurred by the board shall be paid out of this fund as authorized and directed by the board. The traveling and other necessary expenses of the members of the board shall be paid from said fund.

14.09 CONTINUING EDUCATION, ACCREDITATION OF PROGRAMS AND ACTIVITIES

- (a) Each certified court reporter shall complete during each reporting year at least ten credit hours of continuing education from programs accredited by the board. A reporting year shall be from July 1 of each year through June 30 of the following year.
 - (b) A certified court reporter completing more than ten credit hours of accredited programs during one reporting year may receive credit in the next succeeding reporting year for the excess credit hours earned in the immediately preceding year.
 - (c) A certified court reporter is not required to complete any credit hours in the reporting year in which the reporter is initially certified as provided in this Rule 14. Upon written application and for good cause shown, waivers or extensions of time of the credit hours or reporting requirements of this Rule 14 may be granted by the board in individual cases or classes of cases involving hardship or extenuating circumstances.
 - (d) Continuing education programs for court reporters shall be developed, reviewed and accredited by the board. The court reporter education committee is an accredited sponsor of such programs.
 - (e) A person meeting the following requirements shall be excused from the continuing education requirement:
 - (1) Has practiced court reporting for at least 40 years or has reached the age of 60 years;
 - (2) Holds a certified court reporter certificate;
 - (3) Is in good standing as a certified court reporter; and
 - (4) Has been excused from payment of the annual fee required to maintain certification.
- (Rule 14.09(a)(d) amended June 3, 2003, effective January 1, 2004)*

14.10 REPORTING REQUIREMENTS - SANCTIONS - REVIEW

- (a) On or before July 31 of each year, each certified court reporter shall report to the board the number of credit hours of accredited programs the reporter completed in the preceding reporting year.
- (b) Each certified court reporter failing to meet the continuing education requirements of this Rule 14 shall be notified by mail addressed to the reporter's last known address. The notice shall advise the reporter that he or she has not filed the required report or completed the required number of credit hours and that the reporter, if required to meet the continuing education requirements of this Rule 14, may file, within thirty days of the date the notice was mailed, information establishing compliance. Within thirty days of the receipt of any information establishing compliance with this Rule 14 submitted by the reporter, the board shall determine if the reporter completed the required number of credit hours of accredited programs or if the reporter is entitled to a waiver of the requirement or an extension of time to comply with the requirement. The board shall notify the reporter of its determination of compliance with this Rule 14.
- (c) A certified court reporter may file a written request for reconsideration within fifteen days of the date of board's notice pursuant to Rule 14.10(b) that the reporter has not filed the required report or completed the required number of credit hours. The reporter requesting reconsideration shall submit written documentation accompanying the reporter's request for reconsideration in support of the request. The board shall reconsider its decision and shall make a decision within 45 days of the filing of any request for reconsideration. The reporter shall be notified of the decision within ten days of the board's decision regarding the request for reconsideration.
- (d) Each certified court reporter to whom a notice is sent pursuant to Rule 14.10(b) shall pay a late filing fee of \$25. Payment of this fee shall accompany the late-filed information establishing compliance with the continuing education requirements of this Rule 14. Failure to pay the fee shall be considered a failure to comply with these requirements.

(e) The board annually shall report to this Court the name of each certified court reporter not meeting the continuing education requirements of this Rule 14 and may recommend, pursuant to Rule 14.11(a), revocation or suspension of the certification of any court reporter not meeting the continuing education requirements.

14.11 REVOCATION OR SUSPENSION

(a) This Court, for good cause shown after a hearing by the board, may revoke or suspend any certificate issued by the board.

(b) The clerk of this Court shall notify or cause to be notified the clerk of each circuit court, the court administrator of the circuit courts of St. Louis City and Jackson and St. Louis Counties, and the clerk of each district of the court of appeals of the name and certificate number of any court reporter whose certificate has been revoked or suspended. If a certificate that has been revoked or suspended is reinstated, the clerk of this Court shall notify or cause to be notified the clerk of each circuit court, the court administrator of the circuit courts of St. Louis City and Jackson and St. Louis Counties, and the clerk of each district of the court of appeals of the name and certificate number of any court reporter whose certificate has been reinstated.

(c) A certified court reporter who has allowed a certification to lapse due to nonpayment of the renewal fee may request reinstatement by the board upon payment of all back fees plus a penalty of \$25 for each year, to a maximum of \$100, of nonpayment and proof of compliance or request for waiver of the provisions of Rule 14.09 and Rule 14.10.

14.12 INTERPRETATION OF RULE

Nothing in this Rule 14 shall be construed as a limitation upon the powers of this Court, the court of appeals, or the circuit court to govern the conduct of and to discipline official court reporters. Nor shall this Rule 14 be construed as any limitation upon the rights of any individual to seek any remedy afforded by law, nor as an exclusive mode of regulating court reporters.

2. It is ordered that notice of this order be published in the Journal of The Missouri Bar.

3. It is ordered that this order be published in the South Western Reporter.

Day - to - Day

WILLIAM RAY PRICE, JR.
Chief Justice

Appendix D

Definitions

Board	Board of Certified Court Reporter Examiners
C.C.R.	Certified Court Reporter
CE	Continuing Education
CEU	Continuing Education Unit
Committee	Court Reporter Education Committee
CREC	Court Reporter Education Committee
CSR	Certified Shorthand Reporter
Freelance court reporter	Self-employed court reporter
JDE	Judicial Department Education
MCRA	Missouri Court Reporters Association
MoCRR	Missouri Certified Realtime Reporter
NCRA	National Court Reporters Association
NVRA	National Verbatim Reporters Association
Official court reporter	Court reporter employed by the state courts of Missouri
OSCA	Office of State Courts Administrator

Certificate Designations by NVRA and NCRA

CLVS	Certified Legal Video Specialist
CM	Certificate of Merit
CMRS	Certified Manager of Reporting Services
CVR	Certified Verbatim Reporter
GNSC	Grand National Speed Champion
CRI	Certified Reporting Instructor
CRR	Certified Realtime Reporter
NSC	National Speed Champion
PNSC	Past National Speed Champion
RDR	Registered Diplomate Reporter
RMR	Registered Merit Reporter
RPR	Registered Professional Reporter
RVR	Realtime Verbatim Reporter

Appendix E

Continuing Education Curriculum Guidelines

The following subjects are generally recognized as contributing to the professional competence of the practicing court reporter and will, in most cases, be approved by the Board for CE credit.

- A. Language
 - 1. American Sign Language
 - 2. English or Foreign language
 - 3. Grammar
 - 4. Punctuation
 - 5. Proofreading
 - 6. Spelling
 - 7. Vocabulary
 - 8. Writing
 - 9. Regional and minority dialects or colloquialisms
- B. Academic Knowledge
 - 1. Medical terminology, with emphasis on Greek/Latin root words
 - 2. Use of medical dictionary, Physician's Desk Reference, Black's Law Dictionary, reference books
 - 3. Surgical procedures, including explanation of sutures and surgical tools
 - 4. The most commonly prescribed drugs, their generic and trade names, their uses and side effects
 - 5. Anatomy and physiology
 - 6. Thorough up-to-date list of forensic terms, specialized medical terms and procedures
 - 7. Legal terminology and etymology
 - 8. Use of law library
 - 9. Proper use and punctuation of citations
 - 10. Technical terms and concepts pertaining to accident reconstruction, addiction, drugs, alcohol, aerospace, fingerprint identification, products liability, and other related categories
- C. Statutes and Regulations
 - 1. General knowledge of appeal procedure relating to transcripts
 - 2. General knowledge of criminal, civil trial, jury and non-jury proceedings, role and use of depositions in these proceedings
 - 3. General and specific knowledge of rules of discovery, federal and state
 - 4. Statutes and regulations affecting reporters

- D. Reporting, Technology and Business Practices
 - 1. Computerization skills, video, telecommunications
 - 2. Transcription skills
 - 3. Machine shorthand and stenomask skills
 - 4. Management, including financial, marketing, personnel, equipment maintenance, time and stress management
 - 5. Office procedures and practices
 - 6. Knowledge of partnership, prosecutions of claims in small claims court, sole proprietorships, taxation requirements, insurance and contractual obligations relating to the practice of court reporting

- E. Ethical Practices/Professionalism
 - 1. Knowledge of Code of Professional Conduct and Standards of Practice and court reporter's responsibility in complying with such standards
 - 2. Professional demeanor as it relates to lawyers, judges, fellow reporters, court personnel, witnesses and litigants
 - 3. Professional appearance and decorum
 - 4. Nutrition, occupation and physical health management

CERTIFIED COURT REPORTERS CONTINUING EDUCATION REQUEST FOR PRE-APPROVAL/REQUEST FOR CREDIT

For Missouri Certified Court Reporters:

- ◆ This form is to be submitted in the interest of fulfilling the Continuing Education Requirements required pursuant to Supreme Court of Missouri Rules 14.09 and 14.10.
- ◆ Credit request must be submitted on this form and will not be honored without all appropriate documentation.
- ◆ Only one submission per form is permitted. However, feel free to duplicate this form if you are making multiple submissions.
- ◆ If your activity is NOT sponsored by the Division of Judicial Department Education or the Court Reporter Education Committee (CREC) or approved for credit by NCRA or NVRA, you must complete this form and submit it for pre-approval 60 days prior to attending the activity.
- ◆ Failure to seek pre-approval for a CEU activity may result in denial of your request for continuing education credit.
- ◆ You will be notified of the approval or denial of your request within 30 days of receipt of your request.

1. Court Reporter Information:

C.C.R. No: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Home Telephone: _____

Office Telephone: _____

☐ Name Change☐ Address Change

2. Request Type:

☐ Request for Pre-Approval☐ Request for Credit

3. Continuing Education Activity and Provider Information:

Name of Provider: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Date and Location of Activity: _____

Title of Seminar/Class/Program: _____

If this is a college course taken for credit or an audited college course, you **must** indicate the school's operating timeframe:

☐ semester ☐ trimester or ☐ quarter hours.

Name of Instructor: _____

Qualifications of Instructor: _____

Total Hours of Instruction:

Do not include breaks, meals, etc. _____

CERTIFIED COURT REPORTERS CONTINUING EDUCATION REQUEST FOR PRE-APPROVAL/REQUEST FOR CREDIT

For NCRA and NVRA Members:

- ◆ If a C.C.R. attends a CEU activity approved for credit by NCRA or NVRA, the C.C.R. may submit a current transcript from NCRA or NVRA as verification of attendance. In order to receive credit/pre-approval for attendance at non-NCRA/NVRA programs documentation must accompany this form.

- ◆ It is the responsibility of the C.C.R. to submit credits earned via NCRA- or NVRA-sponsored activities as that information is not automatically shared.

Things to Remember:

- ◆ Rule 14.09 requires each Missouri C.C.R. to obtain 10 CEUs per reporting year.
- ◆ The reporting year shall be from July 1 of each year through June 30 of the following year, with credits to be reported before July 31.
- ◆ A maximum of 10 excess CEU credits may be applied to the next succeeding reporting year.
- ◆ For information on individual CEU credits accrued pursuant to Rules 14.09 and 14.10 and request for exceptions, please contact:
Board of Certified Court Reporter Examiners
Attn: Ms. Maggie Burch
P.O. Box 150
Jefferson City, MO 65102
Phone: 573/751-7342

4. Required Signatures:**By the Provider:**

I certify the information contained in Item **3** to be correct, to the best of my knowledge, and verify that the Certified Court Reporter named in Item **1** attended the CEU activity outlined in Item **3**.

 Instruction/Provider Signature

 Date
By the Reporter:

I certify this information and all attachments to be correct, to the best of my knowledge.

 C.C.R. Signature

 Date
5. Attach Documentation**Attach all supporting documentation in the following order:**

1. Completed Credit Request Form/Request for Pre-Approval Form;
2. Copy of Program Schedule or Agenda with contact hours noted, and Course Outline of Subjects covered;
3. Verification of attendance, unless this is a Request for Pre-Approval;
4. Sign the Request under Item **4**; and,
5. Keep copies of all documents for your files.

- 6. Submit to:** Court Reporter Education Committee
Maggie Burch, Administrative Assistant
Supreme Court of Missouri
P.O. Box 150
Jefferson City, MO 65102
Tel: 573/751-7342
Fax: 573/751-7514

CERTIFIED COURT REPORTERS CONTINUING EDUCATION APPLICATION FOR ACCREDITATION

To Program Sponsors:

- ◆ In determining whether a program is accredited for purposes of complying with Missouri CE requirements, the Subcommittee shall consider whether the seminar, workshop or other CE opportunities
 - a) meet curriculum subject matter guidelines,
 - b) is appropriately directed,
 - c) provides qualified instruction, and,
 - d) meets contact-hour criteria.
 - e) See Application for Accreditation details in Policies and Procedure Manual, Section IV.
- ◆ The program sponsor must submit an application to the **Subcommittee at least 60 days prior to the CE activity** to ensure proper processing and notification. In a timely fashion, the sponsor will be notified of the number of CEUs assigned to the program.
- ◆ It is the responsibility of the sponsor to provide all necessary documentation to attach with the completed application form.
- ◆ See Policies and Procedure Manual, Appendix E for further information regarding Continuing Education Curriculum Guidelines.

1. Continuing Education Activity and Provider Information

Name of Provider: _____

Address: _____

City/State/Zip Code: _____

Daytime Telephone: _____

Date and Location of Activity: _____

Title of Seminar/Class/Program: _____

Name of Instructor: _____

Qualifications of Instructor (**Attachments may be affixed.**) _____

Total Hours of Instruction: _____

Do not include breaks, meals, etc.

2. Attach Documentation

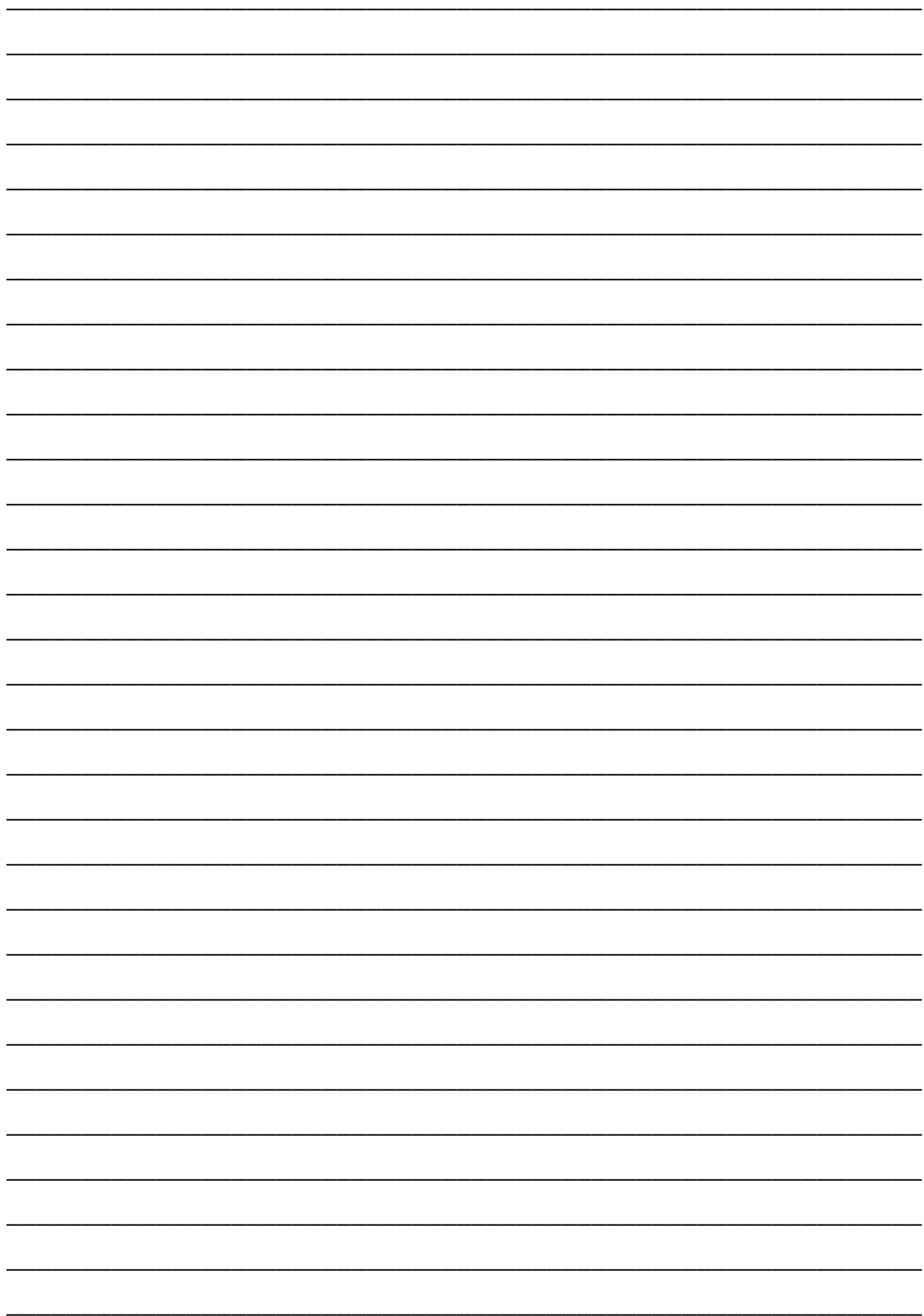
Attach all supporting documentation in the following order:

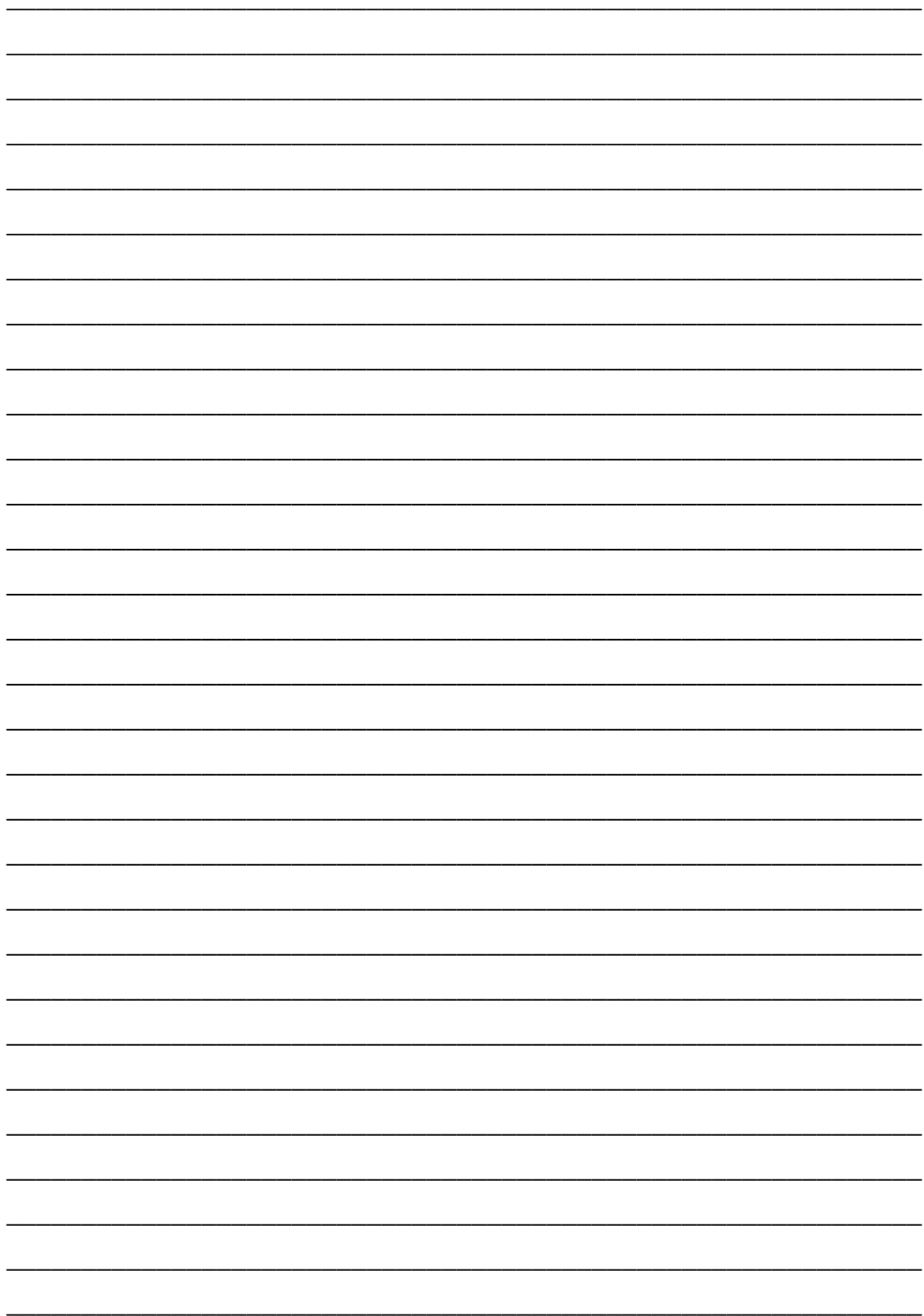
1. Completed Accreditation Application Form;
2. Copy of Program Schedule or Agenda with contact hours noted, and Course Outline of Subjects covered;
3. Copy of any promotional literature used to advertise the program or reach the court reporter population;
4. Verification of qualified instructors utilizing effective teaching methods;
5. Copy of program evaluation intended for all participants to complete before adjournment;
6. Sign the Application; and,
7. Keep copies of all documents for your files.

3. Submit to: Court Reporter Education Committee
Maggie Burch, Administrative Assistant
Missouri Supreme Court Building
P.O. Box 150
Jefferson City, MO 65102
Tel: 573/751-7342
Fax: 573/751-7514

**Record of Continuing Education Units
For
Certified Court Reporters
(Reporting period ~ July 1 through June 30)**

[illegible]





Suggestions on updating or contributing to the content of this manual are welcome. You may send your proposals by mail or electronic delivery to one of the following:

Joanne Martin, Chair
Court Reporter Education Committee
22nd Judicial Circuit, Division 13
10 North Tucker Boulevard
St. Louis, Missouri 63101
314/622-4359
Joanne.Martin@courts.mo.gov
JoJMartin@aol.com

Mary K. Conway, Consultant
Board of Certified Court Reporter Examiners
5th Judicial Circuit, Division 1
411 Jules Street
St. Joseph, Missouri 64501
816/271-1473
Mary.Conway@courts.mo.gov

Certified Court Reporters Continuing Education Policy & Procedures Manual
Supreme Court Building
P.O. Box 150
Jefferson City, Missouri 65102